

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-A-		Affirmative Action Compliance	15.60
Abandoned		Age Discrimination in Employment Act	15.190
Cemetery lots	2.20	Agencies	
Property	5.180	External	7.120
Wells	10.310	Federal and State	7.150
Absentee		Agenda	
Ballots	3.30	Appointed entities	4.10
Voters	3.10	Governing body	8.20
Abstract of Election	3.140	Item summaries	8.10
Acceptance to Serve – Election Judges	3.60	Material	
Access Authorizations – Computer	6.50	Appointed entities	4.90
Accession Records – Museum	7.270	Governing body	8.10
Accessory Uses	11.120	Agreements	7.20
Accidents		Annexation	11.10
High accident rate locations	10.190	Collective bargaining	15.20
Railroad crossings	10.120	Employment	15.20
Reports – police	17.90	Mutual aid	7.20
Accounting Forms – Election	3.130	Water	10.310
Accounts		Air Quality	11.70
Cemetery	2.30	Alarm System	
Improvement district assessments	5.230	Municipal	6.60
Payable	5.10	Permits	12.30
Receivable	5.20	Alcohol Beverage Licensing	12.20
Utility billing	5.360	Alley	
Acquisition of Property	16.10	Improvement districts	5.230
Activity Reports		Vacations	10.260
Building	1.210	Allotment Contracts – Water	10.310
Police	17.90	Amendments to Schedule	Appendix E
Actuarial Reports	15.180	Americans with Disabilities Act	15.190
ADA Compliance	15.190	Amusement Device Licensing	12.20
Physical examinations	15.190	Analytical Reports – Water and Sewer	10.300
Address		Animal	
Assignments	1.240	Cases – Municipal Court	14.30
History files	1.10	Control	17.20
Addresses – State of the City	7.290	Licensing	12.20
ADEA Compliance	15.190	Protection	17.20
Administrative		Annexation	11.10
General	Schedule 7	Election petitions	3.110
Program	7.140	Maps	7.180
Structure of municipality	7.240	Annual Reports	
Advertisements		Activity	7.330
Bids	7.10	Appointed entities	4.110
Job opportunities	15.150	Budget	5.100
Advertising Circulars	7.90	Building activity	1.210
Advisory Opinions	13.60	Court	14.100
Affidavits		Financial	5.330
Absentee voter	3.10	Fixed assets	5.180
Election	3.100	Operations	7.330
Publication	7.10	Payroll	15.170
		Published – municipality	7.300
		Water and sewer treatment	10.300
		Water consumption	10.290

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Apartment Building Plans	1.80	-B-	
Appeals – Municipal Court Decisions	14.10		
Applications		Balance Sheets	
Absentee ballots	3.10	Accounts payable	5.10
Building permits	1.20	Accounts receivable	5.20
Employment		Trial balances	5.50
Hired individuals	15.150	Ballot	
Individuals not hired	15.150	Box receipts	3.130
Jobs	15.150	Issue comments	3.20
Sales tax	5.340	Measures – lobbying	8.80
Vacancies – governing body	8.30	Notice	3.90
Appointed Entities	Schedule 4	Ballots	3.30
Appointments		Mail ballots	3.65
Appointed entities	4.20	Bank Records	5.50
Governing body	8.30	Court-maintained accounts	5.50
Scheduling	7.90	Investments	5.260
Appraisals	16.10	Statements	5.50
Approval Records, Fire Department	17.75	Banners	1.220
Approval Request Form	Appendix C	Barricades	10.190
Aquifers	10.310	Basin	
Architectural Renderings	7.180	Floodplain	11.90
Parks	16.120	Plans	7.380, 11.130
Archival Records	Schedule 9	Stormwater	11.90
Arrests	17.90	Beer Licenses	12.20
Arson Case Files	17.70	Bench Marks – Street	10.200
Articles – Copies	7.140	Benefits – Employee	15.40
"As-Built" Drawings		Plan selections	15.70
General	7.180	Bequests	5.200
Infrastructure systems	10.90	Bicycle Licensing	12.20
Municipal facilities	7.180	Bids	
Utility systems	10.90	Accepted	5.300
Asbestos		Rejected	5.300
Exposure	15.120	Solicitations	5.300
Removal permits	12.30	Specifications	5.300
Assessment Rolls – Improvement Districts	5.230	Unsolicited	5.300
Associations		Billboards	1.220
External	7.120	Billing	5.20
Professional	7.200	Legal counsel	5.10
Water	7.120	Utility	5.360
Attorney	Schedule 13	Bills	
Correspondence	7.90	Of sale	6.30
Auction Records	5.180	Paid	5.10
Audits	5.40	State or Federal	7.150
Sales tax	5.340	Blood-Borne Pathogen Exposure	15.120
Work papers	5.40	Board of Trustees	Schedule 8
Augmentation Plans	10.310	Boards and Commissions	Schedule 4
Authorities	Schedule 4	Bond Issues	
Governing body as	8.70	Bond anticipation notes	5.80
Awards	7.40	Bonds – paid	5.80
		Coupons – paid	5.80
		Files	5.80

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Bond Issues (Cont'd)		Building (Cont'd)	
General obligation	5.80	Registers	1.190
Industrial development revenue	5.80	Regulations	11.150
Ledgers	5.80	Standards	7.320
Notes – paid	5.80	Unsafe	1.150
Proceedings books	5.80	Violations	1.250
Refunding	5.80	Burials	2.10
Registers	5.80	Burning Permits	12.30
Revenue	5.80	Bus Service	10.240
Special improvement	5.80	Business	
Water	5.80	Historical records	9.20
Bonds		Licensing	12.20
Labor and materials	7.280	Listings	12.40
Licenses	12.10	Bylaws	
Payment	7.280	Appointed entities	4.40
Performance	7.280	Governing body	8.40
Permits	12.10		
Project	7.280	-C-	
Public official	15.50		
Savings	5.260		
Specimen	5.80		
Book Requisitions	7.270	Cable Television Service	
Boundary Maps		Encroachments	12.30
Alcohol beverage licensing	12.20	Franchises	5.190
Annexations	11.10	CAD Drawings	7.180
Cemetery	2.20	Calendars	7.90
Municipal	7.180	Call Sheets – Rescues	17.70
Bridge		Camera Radar	17.60
County program	5.210	Campaign Reports	
Inspections	10.190	Candidate affidavits	3.40
Inventory	10.190	Contribution, expenditure reports	3.40
Brochures – Municipal	7.300	Statements	3.40
Budget		Candidate Affidavits	3.40
Adopted	5.100	Capital Improvement Projects	7.280
Preliminary	5.100	Reports	7.380
Reports	5.100	Cartographic Records	7.180
Building		Case	
Activity reports	1.210	Files	
Board case files	1.40	Building Board	1.40
Board of Adjustment	1.40, Schedule 4	Court	14.30
Board of Appeals	1.40, Schedule 4	Police	17.90
Codes	7.60	Indexes	14.90
Historic	1.160	Registers	14.90
Inspection	1.150	Cash Books	5.20
Materials – alternative	1.40	Cemetery	2.30
Municipal	16.30	Utility billing	5.360
Permits	1.30	Cash Register Validation Tape	5.20
Applications	1.20	Catalogs	
Fee collection	5.20	Library	7.270
Photographs	9.100	Trade	Appendix A
Plans	1.80	Vendor	7.140
Projects – municipal	7.280	CDBG	5.220
Public	1.80		
Records – general	Schedule 1		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
CDOT – See State – Highway Department		Civil	
Celebrations	7.110	Actions	13.70
Cemetery	Schedule 2	Defense	17.50
Lots – abandoned	2.20	Claim	5.240
Rules and regulations	7.320	Notices of	13.30
Census	11.20	Reports	5.240
Reports	11.20	Clerical Manuals – Routine	7.260
Ceremonies	7.290	COBRA Compliance	15.40
Proclamations	8.180	Code	
Certificates		Adopted by reference	7.60
License issuance	12.20	Books	7.60
Money market	5.260	Enforcement – Municipal Court	14.30
Of deposit	5.260	Supplements	7.60
Of insurance	5.240	Uniform codes	7.60
Of occupancy	1.60	Codification of Ordinances	7.60
Register	5.260	Collective Bargaining Agreements	15.20
Signature – Mayor	8.210	Colorado Department of Transportation -	
Votes cast	3.50	See State – Highway Department	
Zoning	11.190	Commendations	15.70
Certifications		Commercial	
Election	3.50	Building plans	1.80
Petition	3.110	Standards	11.150
Certified		Commissions	Schedule 4
Mail – return receipts	7.160	Committees	
Statement – persons elected	3.50	Candidate	3.40
Challenges – Election	3.100	Internal	7.70
Change Orders	7.280	Issues	3.40
Charge Slips	5.10	Communication	
Charity Fund Drives	7.140	Encroachments	12.30
Charter	7.50	Franchises	5.190
Initiative petition	3.110	Licenses	6.40
Proceedings	7.50	Tower permits	12.30
Published	7.50	Community	
Charts	7.180	Development block grant	5.210
Checks		Events	7.110
Cancelled	5.50	General – significant early	9.20
Duplicate copies	5.50	Groups – early	9.20
Register	5.50	Histories	9.10
Stubs	5.50	Compensation Plans	15.170
Voided	5.50	Complaints	7.80
Chemical		Compliance	
Applications	16.110	Certificates – records	7.340
Exposure	15.120	Regulatory requirements	15.60
Material safety data sheets	15.120	Comprehensive Plan	11.130
Christmas Lighting	7.110	Computer	
Chronological Reading Files	7.90	Aided design drawings	7.180
Cigarette Tax	5.210	Backup documentation	6.50
CIRSA	5.240	Maintained records	7.100
Citizenship Verification	15.130	Maintenance	6.50
City Council	Schedule 8	Network	6.50

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Computer (Cont'd)		Credit	
Output – preliminary verification	7.410	Card	
Program	6.50	Records of cards held	5.10
Security	6.50	Statements	5.10
Software	6.50	Union payroll deductions	15.170
System	6.50	Crime Stoppers	17.90
Wiring	6.50	Criminal Case Files	
Concealed Weapons Permits	12.30	Municipal prosecutor	13.40
Conceptual Review	11.30	Police	17.90
Condemnations	16.10	Videotapes	17.150
Conditional Uses	11.120	Crossings – Railroad	10.120
Conference Materials	7.400	Crosswalks	10.190
Confiscated Property	5.180	Cultural Programs	7.270
Conflict of Interest Disclosure Statements	8.100	Custodial Service Requests	7.140
Connections – Utility	10.250		
Conservancy Districts	10.300	-D-	
Conservation Trust Fund	5.210		
Construction		Daily Reports	7.330
Drawings and plans	1.80	Damage	
Methods – alternative	1.40	Assessment – disaster	17.50
Municipal projects	7.280	Municipal property	16.110
Photographs	9.100	Dams	10.310
Projects	7.280	Data Files and Datasets, GIS Records	7.180
Records – general	Schedule 1	Death Certificates	2.10
Standards	7.320	Deceased Persons Books	2.10
Consumer Confidence Report	10.300	Dedications	
Contested Elections	Schedule 3	Property acquisition	16.50
Contracts	7.20	Water rights	10.310
Collective bargaining	15.20	Deductions	
Employment	15.20	Credit union	15.170
Project	7.280	Payroll	15.170
Contractor's Licenses	12.20	Deeds	
Contribution and Expenditure Reports	3.40	Cemetery	2.20, 2.30
Coordinated Election Records	3.55	Property acquisition	16.50
Copper Content – Drinking Water	10.300	Defective Ballots	3.30
Copies – "Read Only"	7.90	Deferred	
Copyright Records	9.130	Compensation plans	15.40
Correspondence	7.90	Service index	14.90
Attorney	7.90	Delinquent Sales/Use Tax Notices	5.340
Corridor Plans	11.130	Demolition	
Council	Schedule 8	Permits	1.30
County		Work in public way	12.30
Maps	7.190	Demonstrations – Traffic Impact	10.190
Road and bridge program	5.210	Demotions	15.70
Treasurer's reports	5.330	Deposit	
Court	Schedule 14	Pass book	5.50
Proceedings	13.70	Receipts – meters	5.360
Rulings – appeals to higher court	14.10	Security – utility service	5.360
Water	10.310	Slips	5.50
Crane Work – Public Way	12.30	Depreciation – Fixed Assets	5.180

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Descriptions – Job	15.150	Drawings	
Design		Computer system network	6.50
Drawings	7.180	Construction	1.80
Projects	7.280	Design	7.180
Destruction of Records	xv	General	7.180
Development	11.30	Infrastructure systems	10.90
Plats and plans	7.180	Parks	16.120
Proposals – not approved	11.40	Railroad crossing	10.120
Vested rights	11.170	Utility location	10.250
Direct Deposit Reports	15.170	Utility system	10.90
Directives	7.260	Drilling Structures	11.70
Disaster		Drinking Water – See <i>Water and Sewer System</i>	
GIS back-up recovery	7.180	Driver Vehicle Safety Reports	6.110
Incidents	17.50	Dump Tickets	10.150
Response planning	17.50	Duplicate Copies	
Warning systems	6.60	Administrative	xvii
Discharge Permits – Wastewater	10.300	Convenience	xvii
Disciplinary Actions	15.70		
Internal affairs investigations	17.90	-E-	
Disclosure Statements		Easement	
Conflict of interest	8.100	Access	16.60
Financial	8.100	Construction	16.60
Disconnection – Utilities	10.250	Permanent	16.60
Dispatch		Temporary	16.60
Audio tapes	17.120	Vacation	10.260
Logs	17.90	Economic Development	11.60
Disposition of Property	5.180	Incentives	11.60
Distribution Lists	7.160	Plans	11.130
District		Policies	7.260
Boundary maps – election	3.70, 7.180	EEOC Compliance	15.60
Election	3.70	Election	Schedule 3
Fire protection	17.70	Accounting statement	3.130
Historic	1.160	Coordinated	3.55
Improvement	5.230	Judges	3.60
Library	7.120	Mail ballot	3.65
Maps	7.180	Notices	3.90
Program records	7.270	Petitions	3.110
Recreation	7.120	Electrical Code	7.60
Water conservancy	10.310	Electricity Service	
Ditch Companies	10.310	Agreements	7.20
Docket Sheets	14.40	Billing	5.360
Older than 1920	14.40	Franchise	5.190
Documentation – General	7.90	Meters	5.360
Donation Records – Museum	7.270	Electronic	
Downtown Redevelopment Projects	7.280	Mail	7.100
Drafts	7.90	Records	6.50, 7.100
General	7.410	Elevations – Bench Marks	10.200
Preliminary	Appendix A	Elevators – Municipal	6.60
Drainage		Emergency	
Histories – streets	10.200	Incidents	17.50
Improvements	7.280	9-1-1	17.60
System	11.90	Operations	17.50
		Planning	17.50

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Eminent Domain	16.10	Exemptions	11.160
Employee		Water and sewer treatment	10.300
Active	15.70	Exhibits Referenced in Minutes	
Longevity report	15.170	Appointed entities	4.60
Seasonal	15.80	Governing body	8.110
Temporary	15.80	Expenditure Reports	
Terminated	15.70	Campaigns	3.40
Volunteer	15.290	Departments	5.330
Employment		Elections	3.40
Applications	15.150	Expenses	
Contracts	15.20	Election judges	3.60
Eligibility verification form I-9	15.130	Employees	15.20
Encroachment Permits	12.30	Travel	5.10
Utility lines	12.30	Explosives Permits	12.30
Engineering		External Groups and Agencies	7.120
Drawings	7.180		
Projects	7.280	-F-	
Street	10.200		
Enterprise		Facility	
Board	8.70	Projects	7.280
Zone	11.60	Use	7.270
Entertainment Licensing	12.20	Permits	12.30
Entities Appointed by Municipality	Schedule 4	Reservations	7.270
Envelope	7.160	Facsimile Transmissions	7.90
Absentee ballot return	3.10	Logs	7.140
Environment	11.70	Fair Campaign Practices Reports	3.40
Monitoring	11.70	Fairs	7.110
Equal Employment Opportunity (EEO)	15.60	Family and Medical Leave Act	15.190
Equipment	Schedule 6	FCC Licenses	6.40
General	6.60	Federal	
Office	6.130	Bills – proposed	7.150
Public safety	17.60	Lobbying	8.80
Warranties	6.210	Excise tax	5.210
Escrow Accounts	5.160	Fee	
Estimates – Tentative	5.380	Cash books, receipts, reports	5.20
Evaluations	15.70	Collection	5.20
Events	7.110	GIS Records	7.180
Photographs	9.100	Impact	5.20
Traffic impacts	10.190	Schedules	5.150
Evidence	17.90	Feedlots	11.70
Handling	17.90	Felony Cases	17.90
Property reports	17.90	Fence Permits	12.30
Release	17.90	Fertilizer Use	16.110
Tags	17.90	Festivals	7.110
Examinations		FICA Reports – Quarterly	15.170
Employment	15.150	Field	
Polygraph – employment	15.150	Contact reports – police	17.90
Excavation Permits	12.30	Purchase orders	5.300
Excise Tax	5.210	Survey notes	7.180
Exempt Employees	15.170	Final Disposition – Cemetery Records	2.10

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Financial	Schedule 5	Forms	
Cemetery	2.30	Blank	7.130
Disclosure Statements	8.100	Government	5.210
Guarantees	5.160	Foundation Order Books	2.20
Reports	5.330	Fourth of July Celebration	7.110
Finding Aids		Franchises	5.190
Library catalogs	7.270	Fuel	
Maps and drawings	7.180	Oil storage	11.70
Records	7.310	Usage, records	6.70
Fines and Charges – Municipal Court	14.50	Funds	
Fingerprint Cards and Files	17.90	Conservation trust	5.210
Fire	17.70	Establishment	5.200
Alarm permits	12.30	Seizure	17.90
Arson intelligence files	17.70	Trust	5.200
Call sheets	17.70		
Code	7.60	-G-	
Board of Appeals	1.40		
Hose tests	17.70	Garnishments	15.170
Hydrants	17.70	Gas	
Incident reports	17.70	Company encroachment permits	12.30
Inspections	17.70	Connections	1.10
Insurance rate maps	7.170	Drilling	
Investigations	17.70	Permit reviews	11.70
Prevention	17.70	Structures	11.70
Protection	17.70	Service franchise	5.190
Districts	17.70	Gasoline Storage Tanks	11.70
Pumper tests	17.70	General	
Records	17.75	Documentation	7.90
Run sheets	17.70	Improvement District Board	8.70
S.A.R.A. Tier II reports	17.70	Ledger	5.270
Suppression	17.70	Generator Equipment	6.60
Fire Department (if IFC is Adopted)		Geographic Information Services (GIS) Records	7.180
Approval and variance records	17.75	Geographic Information System Maps	7.180
Fire records	17.75	Geothermal System Franchise	5.190
Inspection records	17.75	Gift Register – Library	7.270
Statistical records	17.75	GIS Maps	7.180
Fireworks Permits	12.30	GIS Records	7.180
Fixed Assets	5.180	Back-ups for disaster recovery	7.180
Fleet	Schedule 6	Glossary	Appendix B
Flood Insurance Rate Maps	11.90	Goals	
Flooding		Appointed entities	4.50
General	11.90	Governing body	8.60
Histories	11.90	Governing Body	Schedule 8
Floodplains		As other decision-making body	8.70
Basins	11.90	Members	8.100
Building permits in	1.30	List	8.90
General	11.90	Removal from office	8.190
Permits – building	1.30	Government	
Regulations	7.320, 11.150	Instructions for completing forms	5.210
Standards	7.320	Revenue programs	5.210
Wetlands	11.70		
Floodways	11.90		
FMLA Compliance	15.190		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Grades – Street	10.200	Home Occupation Permits	12.30
Grant		Homicides	17.90
Audit	5.40	Honors	7.40
Awarded	5.220	House	
Rejected	5.220	Moving permits – public way	12.30
Reports	5.220	Number assignments	1.240
Supporting documentation	5.220	Housekeeping Files	7.140
Grass Control	11.70	Housing	
Gravel Pit Reclamation	11.70	Assistance grants	5.220
Grievances	15.110	Authority	Schedule 4
Groups – External	7.120	Governing body as	8.70
Guarantees – Financial	5.160	Plans	11.130
		Rehabilitation projects	5.220, 7.280
-H-		How to Use Model	xvii
Handbooks		Humane Society	7.120
General	7.260	HUTF	5.210
Policies and procedures	7.260	HVAC Systems	6.60
Hazardous Materials		-I-	
Asbestos removal permits	12.30	I-9 Forms	15.130
Exposure	15.120	Impact Fees – Collection	5.20
Incident prevention reports	17.80	Impoundment of Animals	17.20
Industrial contamination	11.70	Improvement Districts	5.230
Investigations	17.80	Incentives – Economic Development	11.60
Registration	17.80	Incidents	
Spills	17.80	Disaster	17.50
Underground storage tanks	11.70	Fire call sheets	17.70
Health		Rescue	17.70
Insurance – employees	15.40	Incorporation – Municipality	9.50
Personnel	15.120	Independent Expenditure Reports	3.40
Heating Systems – Municipal	6.60	Indexes	
Herbicide Use	16.110	Cemetery	2.20
Highway Users Tax Fund (HUTF)	5.210	Court	14.90
Historic		Records	7.310
Buildings	1.160	Individual Retirement Accounts (IRAs)	15.40
Designations	1.160	Industrial	
Districts	1.160	Building plans	1.80
Events	7.90	Contamination	11.70
Historical		Development revenue bonds	5.80
Records	Schedule 9	Pretreatment permits	10.300
Collections	7.270	Information Requests – Routine	7.80
Older than 1900	9.110	Infrastructure	Schedule 10
Society	7.120	Initiative Petitions	3.110
Histories		Injury Reports	15.310
Community	9.10	INS Form I-9	15.130
Departments	9.10		
Drainage	10.200		
Map	7.180		
Municipal	9.10		
Parks	16.120		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Inspection		Invoices	
Agencies	1.150	Accounts payable	5.10
Building	1.150	Issued by municipality	5.20
Business	17.70	Irrigation Companies	10.310
Equipment	6.110	Issues Committees	3.40
Fire Department	17.75		
Fire prevention	17.70	-J-	
Municipal property	16.110	Job	
Storage tanks	11.70	Advertisements	15.150
Trailer inspection reports	1.150	Applications	15.150
Vehicles	6.110	Descriptions	15.150
Water storage	10.290	Examinations	15.150
Instructional Materials – Published	7.300	Records – general	15.150
Training – external	7.400	Specifications	15.150
Instructions		Journals	
Completing government forms	5.210	Cash receipt	5.360
Election judges	3.60	Financial	5.270
Procedures and policies	7.260	Subsidiary financial	5.270
Insurance		Transaction – sales and use tax	5.340
Certificates	5.240	Utility billing	5.360
Claims	5.240	Judges	
Employee	15.40	Election	3.60
Policies	5.240	Municipal Court	15.70
Unemployment	15.280	Jury	
Workers' compensation	15.310	Instructions	14.70
Intellectual Property Records	9.130	Panel lists	14.70
Intelligence Files		Rosters	14.70
Arson	17.70	Summonses – juror	14.70
Police	17.90	Juvenile Offenders	17.90
Intergovernmental Agreements	7.20		
Interlibrary Loan	7.270	-K-	
Interments	2.10	Key Distribution	7.140
Internal Affairs Investigations	17.90	Kidnapping Cases	17.90
International Fire Code	17.75		
Intersections – Engineering	10.200	-L-	
Inventories		Lakes	10.310
Bridges	10.200	Land Use Records	Schedule 11
Building	5.180	Landfill	
Equipment	6.90	Locations	10.150
Fleet	6.90	Monitoring	11.70
Fixed assets	5.180	Landmark Designations	1.160
Furniture	5.180	Lawsuits	13.70
Property	5.180	Potential – claims	13.30
Real estate	5.180	Lead	
Software	6.50	Content – drinking water	10.300
Vehicles	6.90	Exposure	15.120
Investigations		Leaflets	7.300
Fire	17.70		
Hazardous materials	17.80		
Internal affairs	17.90		
Investments	5.260		
Bank statements	5.260		
Policies	7.260		
Reports	5.260		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Lease-Purchase	5.300	Lists (cont'd)	
Leases	16.100	Absentee voter	3.10
Leave Records	15.170	Appointed entities	4.20
FMLA Compliance	15.190	Business owners contact	12.20
Ledgers		Current business licenses	12.40
Bond issue	5.80	Distribution	7.160
Building permit	1.190	Election judges	3.60
Cemetery	2.30	Fixed assets	5.180
Financial	5.270	Governing body members	8.90
General	5.270	Jury panel	14.70
Payroll	15.170	License holders	12.40
Subsidiary financial	5.270	Mailing	7.160
Trust fund	5.270	Mayors	8.90
Legal		Permit holders	12.40
Counsel	Schedule 13	Records	7.310
Opinions	13.60	Vendors	5.300
Advisory opinions	13.60	Litigation	Schedule 13
Publications	7.10	Case records	13.70
Research files	13.70	Major	13.70
Legislation		Minor	13.70
External	7.150	Pending	xv
Lobbying	8.80	Loans	5.280
Letters of Credit	5.160	Lobbying – Legislative	8.80
Liability Waivers	7.270	Locates – Utility Line	10.250
Library	7.270	Logo – Municipal	9.130
Districts	7.120	Logs	
Material	Appendix A	Facsimile transmissions	7.140
Patron registration	7.270	Police	17.90
Support group	7.120	Telephone	7.140
License Agreements – Railroad	10.120	Lots – Cemetery	2.20
Licenses	Schedule 12	Ownership	2.20, 2.30
Alcohol beverage	12.20	Lottery Funds	5.210
Amusement devices	12.20		
Animal	12.20	-M-	
Beer	12.20		
Bicycle	12.20	Mail Ballot Election Records	3.65
Business	12.20	Mailed Ballots	3.30
Certificates	12.20	Mailing	
Contractor's	12.20	Lists	7.160
Issued to municipality	5.340	Records – general	7.160
Limousine driver	12.20	Maintenance	
Liquor	12.20	Contract – CDOT	10.170
List	12.40	Fleet and equipment	6.110
Pawnbroker	12.20	Municipal property	16.110
Sales tax	5.340	Valves – water and sewer	10.290
Secondhand dealers	12.20	Manholes	10.250
Sexually oriented businesses	12.20	Manuals	
Taxi driver	12.20	Clerical – routine	7.260
Liens	5.160	Equipment	6.120
Lighting – Street	10.190	External	7.260
Limousine Driver Licenses	12.20	General	7.180
Liquor Licenses	12.20	Instruction	7.260
		Operations	7.260

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Manuals (Cont'd)		Mileage Reimbursements	5.10
Policies and procedures	7.260	Mined Land Reclamation	11.70
Safety	15.120	Minor Subdivisions	11.30
Vehicles	6.120	Minutes	
Maps and Drawings		Appointed entities	4.60
Annexation	11.10, 11.100	Boards and commissions	4.60
Cemetery	2.20	Governing body	8.110
Election	3.70	Misdemeanor Case Files	14.30, 17.90
Fire insurance rate	7.180	Missing Persons Cases	17.90
Flood insurance rate	11.90	Mobile Home Standards	7.320
General	7.170	Money Market Certificates	5.260
GIS records	7.180	Monthly Reports	7.330
Informational	7.190	Appointed entities	4.110
Infrastructure	10.90	Budget	5.100
Land use	11.100	Building activity	1.210
Utility systems	10.90	Court	14.100
Master Plans	11.30	Financial	5.330
Material Safety Data Sheets	15.120	Monumentation	10.200
Mausoleums – Ownership	2.20	Mosquito Control	11.70
Mayor		Motion Picture – Public Relations	7.290
Lists	8.90	Motor Vehicle Sales Tax Receipts	5.340
Signature certificates	8.210	Motorcades – Traffic Impact	10.190
Mechanical Code	7.60	Mug Shots	17.90
Systems – municipal	6.60	Municipal Court	Schedule 14
Media – Records Storage	xv	Case files	14.30
Medical Records – Employees	15.190	Docket	14.40
Meeting		Older than 1920	14.40
Clerk's Notes – governing body	8.120	Tape recordings	14.130
Notices		Museum	7.270
Appointed entities	4.70	Accessions	7.270
Governing body	8.130	Donations	7.270
Notification lists	7.160	Material	7.270, Appendix A
Tape recordings		Support group	7.120
Appointed entities	4.120	Mutual Aid Agreements	17.50
Governing body	8.220	Mylars – Maps, Plats, Drawings	11.100
Members			
Governing body	8.100		
Lists	8.90		
Memberships	7.200		
Memoranda – Staff	8.170		
Memorandum of Understanding	7.20		
Merit Systems	15.170		
Meter			
Books	5.360		
Calibration and testing	5.360		
Deposit receipts	5.360		
Installation	5.360		
Locations	5.360		
Maintenance	5.360		
Orders	5.360		
Reading			
Exception reports	5.360		
Sheets	5.360		
Repair	5.360		

-N-

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Nominations	3.80	OSHA Compliance	15.190
Petitions	3.110	Overall Development Plans	11.30
Nonconforming Uses	11.120		
Non-records	Appendix A	-P-	
Notes		Packets	
Desk	7.90	Distributed to appointed entities	4.90
Rough	5.380, 7.410	Distributed to governing body	8.170
Scheduling and planning	7.90	Pamphlets	7.300
Taken at governing body meetings	8.120	Parade	
Transcribed	Appendix A	Permits	12.30
Notices		Traffic impacts	10.190
Election	3.90	Paratransit Services	10.240
Final settlement – projects	7.280	Parking	10.190
Meetings		Cases – municipal court	14.30
Appointed entities	4.70	Space assignments	7.140
Governing body	8.130	Summonses	14.30
To proceed	7.280	Ticket receipts	5.20
Water and sewer treatment	10.300	Variances	11.160
Notification Lists	7.160	Parks	16.120
Nuisances – Land Use	11.70	Use permits	7.270
-O-		Parole Card File	17.90
Oaths		Passwords – Computer	6.50
Appointed entities	4.80	Pawnbroker Licensing	12.20
Election	3.100	Pawned items	12.20
Employees	15.160	Pay	
Governing body	8.140	Basis of	15.170
Objections		Estimates – project	7.280
General	7.80	Plans	15.170
Nominations	3.80	Payment Bonds	7.280
Occupation Taxes – Franchisees	5.190	Payroll	
Occupational Safety and Health Act	15.190	Records	15.170
ODPs	11.30	Register – year-end	15.170
Offense Reports	17.90	Reports	15.170
Office Equipment	6.130	Taxes	15.170
Officials – Photographs	9.100	Pension	
Oil Drilling		Awarded	15.180
Permit reviews	11.70	Boards	Schedule 4
Structures	11.70	Plans	15.40
Older Records – Before 1900	9.110	Performance Bonds	7.280
Court Dockets – Before 1920	14.40	Periodicals	7.140
Opinions – Legal	13.60	Permits	Schedule 12
Ordinances	8.150	Asbestos removal	12.30
Codification of	7.60	Building	1.30
Organization		Floodplain	1.30
Charts	7.240	Burial	2.10
External	7.120	Burning	12.30
Files	7.240	Communication tower	12.30
Orientation Information – Governing Body	8.160	Concealed weapons	12.30
		Demolition	1.30
		Discharge	10.300

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>	<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>
Permits (Cont'd)		Photomaps	7.180
Encroachment	12.30	Physical Records – Employees	15.190
Excavation	12.30	Physician's Report	2.10
Explosives	12.30	Pioneer Days Event	7.110
Facility use	7.270, 12.30	Planametric Maps	10.90
Fence	12.30	Planned Unit Developments	11.30
Fire alarm	12.30	Planning and Zoning Board	Schedule 4
Fireworks	12.30	Planning Records	Schedule 11
Floodplain building	1.30	Plans	
Gas company	12.30	Affirmative action	15.60
Home occupation	12.30	Basin	7.380, 11.90
Industrial pretreatment	10.300	Benefit	15.40
List	12.40	Comprehensive	11.130
Parade	12.30	Construction	1.90
Park use	7.270	Corridor	11.130
Sewer tap	10.290	Development	11.30
Sign	1.220	Emergency	17.50
Sludge application	10.300	General	7.380
Special event and use	12.30	Housing	11.130
Street cuts	12.30	Land use	11.100, 11.130
Telephone company	12.30	Long range	11.130
Tree removal	12.30	Pension	15.40
Underground storage tank	12.30	Regional	11.130
Use	12.30	Stormwater	11.130
Water tap	10.290	Strategic	11.130
Wells	10.310	Streetscape	11.130
Work in public way	12.30	Transportation	7.380, 11.130
Permitted Uses	11.120	Urban growth area	11.130
Perpetual Care	2.30	Utility	11.130
Personnel		Plant Investment Fee	
Policies	15.20	Collection	5.20
Records – general	Schedule 15	Policy	10.310
Pesticide Use	16.110	Plats	11.30
Petitions		Cemetery	2.20
Annexation	11.10	Development	7.180, 11.100
Election	3.110	Vacation of	11.30
Certification	3.110	Land use	11.100
Charter initiative	3.110	Pleadings	13.70
Election	3.110	Plumbing Code	7.60
Initiative	3.110	Police	17.90
Nomination	3.110	Arrests	17.90
Objections	3.80	Cases	17.90
Withdrawal	3.80	Criminal history files	17.90
Nonbinding	7.80	Grants	5.220
Protests	3.110	Intelligence files	17.90
Recall	3.110	Policies	7.260
Referendum	3.110	Building	7.260
Zoning	11.190	Cemetery	7.260
Petty Cash	5.10	Development	7.140
Photographs	9.100	Fire	7.260
Aerial	9.100	General	7.260
Disaster incident	17.50		
Evidence	17.90		
Parks	16.120		
Scrapbooks	9.120		
Sister City Program	7.270		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>	<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>
Policies (Cont'd)		Projects	7.280
Insurance	5.240	Capital improvement	7.280
Investment	7.260	Control files	7.280
Personnel	7.260	Drainage improvements	7.280
Handbooks, manuals, directives	15.200	Infrastructure	7.280
Police	7.260	Major	7.280
Purchasing	7.260	Minor	7.280
Risk management	7.260	Municipal property	7.280
Safety	7.260	Parks	7.280
Water	10.310	Photographs	9.100
Poll		Street	7.280
Books	3.120	Utility	7.280
Lists	3.120	Prominent Individuals	9.20
Records – general	3.120	Promissory Notes	5.160
Signature forms	3.120	Promotions	15.70
Sites	3.120	Proofs of Publication	7.10
Pollution	11.70	Property	Schedule 16
Polygraph Exams – Employment	15.150	Acquisition	16.10
Population		Auctions	5.180
Projections	11.20	Disposal	5.180
Statistics	11.20	Real estate transfer tax records	5.340
Studies	7.380	Rights – vested	11.170
Power Generators	6.60	Sale	16.150
Precedents		Surplus	5.180
Legal	13.70	Taxes	5.340
Set	7.90	Transfer	16.150
Precinct Maps	3.70, 7.180	Unclaimed	5.180
Predators, Sexually Violent	17.90	Proposals	
Preliminary Versions	7.90, 7.410	Bids	5.300
Press Releases	7.230	Published	7.300
Printer Output – Preliminary Verification	7.410	Protests – Election Petitions	3.110
Procedures	7.260	Public	
Building	7.260	Buildings – construction drawings	1.80
Cemetery	7.260	Relations	7.290
Court	14.80	Safety	Schedule 17
Fire	7.260	Utilities commission hearing	10.120
General	7.260	Files	13.70
Interviewing	15.200	Works projects	7.280
Personnel	7.260	Publications	
Handbooks, manuals, directives	15.200	Bills paid	7.10
Police	7.260	Charter	7.50
Recruitment	15.200	General	7.300
Safety	15.120	Legal	7.10
Standard operating	7.260	Other agencies	Appendix A
Proclamations	8.180	Outdated, superseded	Appendix A
Professional		Proof of	7.10
Association memberships	7.200	PUDs	11.30
Services agreements	7.20	Purchase	
Program		Orders	5.300
Administration	7.140	Field	5.300
Development records	7.140	Property	16.10
Flyers	7.270	Requisitions	5.300
Records – general	7.270		
Use	7.270		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Purchasing	5.300	Records (Cont'd)	
Control forms	5.300	Default retention	xvii
Policies	5.300	Destruction	xv
Solicitations	5.300	Duplicate copies	xvii
Pyrotechnics Permits	12.30	Finding aids	7.310
		Format	xv
-Q-		Media	xv
		Retention schedules	7.340
Quarterly Reports	7.330	Recreation	
Appointed entities	4.110	Districts	7.120
Budget	5.100	Passes	7.270
Payroll	15.170	Programs	7.270
Questionnaires – Routine	7.390	Recruitment Procedures	15.200
Quiet Title Actions	16.10	Redevelopment Projects	7.280
Quit Claim Deeds	16.50	Reference – Technical and General	7.140
		Referendum Petitions	3.110
-R-		Referrals from Other Jurisdictions	11.140
		Registered Sex Offenders Records	17.90
Rabies Vaccination	17.20	Registers	
Radar Guns	17.60	Bond issue	5.80
Radiation Exposure	15.120	Building permit	1.190
Radio System Licenses – FCC	6.40	Burial permit	2.10
Railroads	10.120	Certificate of deposit	5.260
Crossings	10.120	Checks	5.50
Municipal operations on right-of-way	10.120	Court	14.90
Rate Schedules	5.150	Licenses	12.40
"Read Only" Copies	7.90	Payroll	15.170
Reading Files	7.90	Permits	12.40
Real Estate Transfer Tax Records	5.340	Property tax	5.340
Recall Petitions	3.110	Records	7.310
Receipts		Sales tax	5.340
Building permit fees	5.20	Registration Receipts	5.20
Cemetery	2.30	Regulations	
Election materials	3.130	Animal	7.320
Fees paid	5.20	Building	7.320, 11.150
General	5.20	Cemetery	7.320
Improvement district assessments	5.230	Development	7.320, 11.150
Meter deposit	5.360	General	7.320
Reciprocal Borrowing Sheets	7.270	Land use	11.150
Reclamation		Planning	11.150
Gravel pit	11.70	Railroads	10.120
Mined land	11.70	Stormwater	7.320
Recommendations to Governing Body		Water	10.310
Appointed entities	4.100	Zoning	7.320
Reconciliations	5.50	Regulatory	
Record Copy	xvii	Actions	7.150
Records		Compliance	15.60
Checks	17.90	Rehabilitation Projects	7.280
Compliance certificates	7.340	Remonstrances	7.80
Computer	6.50	Removal from Governing Body	8.190
		Renewal – Alcohol Beverage Licenses	12.20

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>	<i><u>Records Descriptions</u></i>	<i><u>Schedule/Item No.</u></i>
Rental Receipts	5.20	Reports (cont'd)	
Reorganization Studies	7.240	Water	
Repairs – Municipal Property	16.110	Consumption	10.290
Replacement Ballots	3.30	Quality	10.300
Replats	11.30	Requests	
Reports		For proposals (RFPs)	5.300
Actuarial	15.180	For quotations (RFQs)	5.300
Analytical – water and sewer	10.300	Routine	7.80
Annual	7.330	Service – fire	17.70
Activity	7.330	Rescues	17.70
Financial	5.330	Reservation Sheets	7.270
Operations	7.330	Reservoirs	10.310
Published – municipality	7.300	Residential Building Plans	1.80
Water and wastewater treatment	10.300	Resignations	
Appointed entities	4.110	Appointed entities	4.20
Audit	5.40	Employees	15.70
Bills allowed	5.10	Governing body	8.100
Boards and commissions	4.110	Resolutions	8.200
Bridge	10.190	Resubdivisions	11.30
Budget	5.100	Retention Schedules	7.340
Building		Retirement Plans	15.40
Activity	1.210	Returns – Sales and Use Tax	5.340
Inspection	1.150	Revenue	
Campaign	3.40	Reports	5.330
Cash	5.20	Sharing	5.210
Census	11.20	Rezoning	11.190
Claims	5.240	Ride Along – Police	17.90
Comprehensive annual financial	5.40	Liability waivers	7.270
Consumer confidence	10.300	Right-of-Way	16.60
County treasurer	5.330	Railroad	10.120
Court	14.100	Vacation	10.260
Daily	7.330	Rivers	10.310
Departmental	7.330	Road and Bridge Program	5.210
Employee longevity	15.170	Roadway Projects	7.280
EEO-4	15.60	Robbery Cases	17.90
Expenditure	5.330	Rodeos	7.110
Final project	7.280	Room Reservations	7.270
Financial	5.330	Routes	
Fixed asset – annual	5.180	Snow	10.190
General	7.330, 7.380	Truck	10.190
Incident	17.90	Routing Documents	Appendix A
Inspection – vehicles/equipment	6.110	Rulemaking – State and Federal	7.150
Investment	5.260	Rules	
Monthly	7.330	Cemetery	7.320
Offense	17.90	General	7.320
Payroll	15.170	Policies and procedures	7.260
Physician's – cemetery	2.10	Run-Off	11.90
Police	17.90	Run Sheets – Fire and Rescue	17.70
Project	7.280		
Revenue	5.330		
Quarterly	7.330		
S.A.R.A. Tier II	17.70		
Soil condition	1.150		
Street system	10.200		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
-S-		Shutoffs – Utility	10.250
Safety		Sidewalk	
Committee	7.70	Engineering	10.200
Equipment	6.110	Improvement districts	5.230
Fleet	6.110	Layout	10.200
Personnel	15.120	Sign	
Policies	7.260	Codes	11.150
Procedures	7.260	Construction and installation	1.220
Training manuals	15.120	Permits	1.220
Vehicles	6.110	Signalization	10.190
Salary		Signature Certificates	
Documentation	15.70	Employees – clerk and treasurer	15.240
Surveys	15.170	Mayor	8.210
Sale of Property	16.150	Sister City Programs	7.270
Sales Tax Collection	5.340	Site Plans	11.30
Sample Ballots	3.30	Site Specific Development Plans	11.30
Sanitary Surveys – Treatment System	10.300	Sludge	
S.A.R.A. Tier II Reports	17.70	Application	10.300
Savings Bonds	5.260	Permit reviews	11.70
Schedule		Permits	10.300
Building permit fee	5.150	Preparation	10.300
Fee	5.150	Sites	10.300
Rate	5.150	Snow Removal	10.190
Records retention	7.340	Social Security	15.40
Scheduling Notes	7.90	Software	
Schematics – System	10.90	Licenses	6.50
Scrapbooks	9.120	Management	6.50
Seal – Municipal	9.130	Manuals	6.50
Secondhand Dealers Licensing	12.20	Site licenses	6.50
Security – Computer	6.50	Soil Condition Reports	1.150
Security Guards Licensing	12.20	Solicitations – Bids	5.300
Security Videotapes	17.150	Solid Waste Management	10.150
Seizure Fund	17.90	Cash receipts	5.20
Senior Citizen Programs	7.270	Dump tickets	10.150
Support groups	7.120	Landfill locations	10.150
Seniority Systems	15.170	Special	
Service		Events and use permits	12.30
Orders – utility	5.360	Events license – alcohol beverages	12.20
Requests	7.80	Uses	11.120
Setbacks	11.160	Specifications	
Settlements – Litigation	13.70	Bid	5.300
Severance Tax	5.210	Job	15.150
Sewer System – See <i>Water and Sewer System</i>		Project	7.280
Sex Offenders		Specimen Bonds	5.80
Case files	17.90	Speeches	7.290
Registered	17.90	Speed Zones	10.190
Sexually Oriented Business Licensing	12.20	Spoiled Ballots	3.30
Show Cause Hearings	12.20	Spreadsheets – Preliminary	5.380
		Staff Meetings	7.70
		Standard Operating Procedures	7.260

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Standards		Streams	10.310
Building	7.320, 11.150	Street	
Cemetery	7.320	Address assignments	1.240, 10.200
Commercial	11.150	Alignment	10.200
General	7.320	Arterial system	10.200
Land use	11.150	Bridge inspections	10.190
Mobile homes	7.320	Closings	1.240
Planning	11.150	Closures	10.190
Sewer line installation	7.320	Construction – major	10.200
Sidewalk construction	7.320	Crosswalks	10.190
Stormwater	7.320	Cut permits	12.30
Street construction	7.320	Dedications	1.240
Streetscape	7.320	Design	10.200
Water	10.310	Drainage problem history	10.200
Line installation	7.320	Engineering	10.200
Testing	10.300	Grades	10.200
State		High accident locations	10.190
Archives		Highway users tax fund	5.210
Approval	Appendix C	Improvement districts	5.230
Compliance certificates	7.340	Intersection design	10.200
Records retention schedules	7.340	Layout	10.200
Bid list	5.300	Lighting	10.190
Highway Department		Maintenance – major	10.200
Improvement project	10.190	Map – system	10.200
Maintenance contract	10.170	Master plan	7.380
Policy issues	10.170	Miles in system	10.200
Railroad crossing hearings	10.120	Name assignments	1.240
Signalization	10.190	Naming	10.190
Standards	10.120	Numbering	1.240
System	10.170	Operations	10.190
Legislation – proposed	7.150	Parking	10.190
Lobbying	8.80	Permits	12.30
Of the city address	7.290	Planning	10.200
Revenue programs	5.210	Problem histories	10.200
Statements		Projects	7.280
Accounts payable	5.10	Renaming	10.190
Bank	5.50	Right-of-way acquisition	10.200, 16.60
Investments	5.260	Snow removal	10.190
Issued by municipality	5.20	Speed zones	10.190
Utility billing	5.360	State highways – See <i>State – Highway Department</i>	
Statistical Records, Fire Department	17.75	Striping	10.190
Statistics		System	10.200
Library circulation	7.270	Traffic markings	10.190
Police	17.90	Truck routes	10.190
Stocks and Bonds	5.260	Vacation	10.260
Storage Tanks – Regulated Substances	11.70	Streetscape	
Above ground	11.70	Plans	11.130
Underground	11.70	Standards	7.320
Inspections	11.70	Striping – Traffic	10.190
Leaking	11.70	Structure	
Permits	12.30	Municipal	16.30
Stormwater		Municipal government	7.240
Basins	11.90	Records	Schedule 1
Plans	11.130		
Drainage system	11.90		
Improvement districts	5.230		

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Studies	7.380	Telephone	
Feasibility	7.380	Logs	7.140
Land use	7.380, 11.130	Messages	Appendix A
Planning	7.380, 11.130	System	
Published	7.300	Emergency 9-1-1	17.60
Subdivisions	11.30	Encroachments	12.30
Minor	11.30	Municipal buildings	6.160
Regulations	7.320, 11.150	Television – See <i>Cable Television Service</i>	
Standards	7.320	Temporary Use Permits – NCWCD	10.310
Subject Files – General	7.140	1099 Forms	5.10
Subpoenas	14.110	Terminology	Appendix B
Summonses and Complaints	14.30	Tests – Employment	15.150
Juror	14.70	Time Sheets	15.170
Police copy	17.110	Titles – Vehicle	6.200
Voided	14.30	Topographic Maps	10.90
Sump Pump Equipment	6.60	Towers – Communication	12.30
Supplements – Code	7.60	Toxic Sites	121.70
Support Groups	7.120	Trade	
Surplus Property	5.180	Journals	Appendix A
Surveys – Routine	7.390	Of property	16.150
Surveying Records		Trademark Records	9.130
Bench marks	10.200	Traffic	
Field survey notes	7.180	Cases – municipal court	14.30
-T-		Code adopted by reference	7.60
Tabulation	3.140	Events – impact	10.190
Test results	3.140	Flow	10.190
Tally Lists	3.140	Marking	10.190
Tanks – Storage	11.70	Operations	10.190
Tap – Water and Sewer	10.290	Rerouting	10.190
Tape Recordings		Signalization	10.190
Appointed entities	4.120	Trailer Inspections	1.150
Dispatch	17.120	Training	
Field contact reports – police	17.90	Manuals – health and safety	15.120
Governing body	8.220	Materials	7.400
Municipal court proceedings	14.130	Orientation	
Public relations	7.290	Employees	15.270
Task Forces		Governing body	8.170
Appointed by municipality	Schedule 4	Police	17.90
Internal	7.70	Transaction Journal – Sales and Use Tax	5.340
Tax		Transcripts – Municipal Court Appeals	14.10
Collection	5.340	Transient Vendor Licensing	12.20
Licenses issued to municipality	5.340	Transitory Documentation	7.90
Payroll	15.170	Transfer of Property	16.150
Receipt stubs – assessments	5.230	Transmittal Letters	Appendix A
Taxes – See <i>Specific Taxes</i>		Transportation System	
Taxi Driver License	12.20	Plans	7.380, 11.130
Taxicab Service	10.240	Services	10.240
Teams – Internal	7.70	Studies	7.380
Technical Reference Files	7.140	Trash Violations	11.180
		Treasury Bills and Notes	5.260
		Treatment – Water and Sewer	10.300

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<u>Records Descriptions</u>	<u>Schedule/Item No.</u>	<u>Records Descriptions</u>	<u>Schedule/Item No.</u>
Trees		Utility Billing (Cont'd)	
Inventory	16.160	Notices	5.360
Removal permits	12.30	Security deposit	5.360
Trial Balances	5.50	Service orders	5.360
Truck Route Designations	10.190	Statements	5.360
Trust Funds	5.200	Trouble orders	5.360
Tuition Reimbursement	15.70	Turn-off orders	5.360
Turbidity Reports	10.300	Utility Features	
-U-		Connections	10.250, 10.290
Unclaimed Property	5.180	Disconnections	10.250
Undeliverable		Encroachment permits	12.30
Ballots	3.30	Installation	10.250
Mailings	7.160	Lines	10.250
Underground		Locates	10.250
Storage tanks		Locations	10.250
Inspections	11.70	Mains	10.250
Leaking	11.70	Manholes	10.250
Permits	12.30	Maps and drawings	10.250
Utility lines	10.250	Projects	7.280
Water rights and supply	10.310	Shut-off locations	10.250
Unemployment Insurance	15.280	Valves	
Uniform		Locations	10.250
Codes	7.60	Specifications	10.290
Crime Report/NIBRS	17.90	Water line maintenance and repair	10.290
Unsafe Buildings	1.150	Utility Projects	7.280
Unused Ballots	3.30	-V-	
Update Request Form	Appendix D	Vacancies – Governing Body	8.30
Urban		Vacations	
Growth area plans	11.130	Alley	10.260
Renewal authority	Schedule 4	Easements	10.260
Governing body as	8.70	Plats	11.30
Use		Rights-of-way	10.260
Permits	12.30	Street	10.260
Tax collection	5.340	Valves	
Uses		Locations	10.250, 10.290
Accessory	11.120	Maintenance and repair	10.290
Conditional	11.120	Vandalism – Cemetery	2.70
Nonconforming	11.120	Variance Records, Fire Department	17.75
Permitted	11.120	Variances	11.160
Special	11.120	Water and sewer treatment	10.300
Temporary	12.30	Vehicle	Schedule 6
USGS		Driver safety reports	6.110
Elevation bench marks	10.200	Fire	Schedule 6
Topographical maps	7.180	Histories	6.180
Utility Billing	5.360	Maintenance	6.110, 6.180
Account history	5.360	Police	Schedule 6
Adjustment records	5.360	Registrations	6.190
Billing journals	5.360	Safety	6.110
Meters	5.360	Titles	6.200
		Warranties	6.210

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Vendor		Water (Cont'd)	
Files	5.10	Conservation	10.310
Lists	5.300	Consumer confidence report	10.300
1099 Forms	5.10	Consumption – water	10.290
Ventilation Systems – Municipal	6.60	Court proceedings	10.310
Vested Property Rights	11.170	Dams	10.310
Videotape		Dedication of rights	10.310
Criminal cases	17.150	Ditch companies	10.310
Evidence	17.90	Enterprise board	8.70
Public relations	7.290	Flow measurements	10.290
Recordings of meetings		Irrigation companies	10.310
Appointed entities	4.120	Lakes	10.310
Governing body	8.220	Meters	5.360
Security	17.150	Policies	10.310
Violations		Policies	10.310
Building code	1.250	Pressure	10.290
Code	11.180	Projects	7.280
Land use	11.180	Quality	10.300
Nuisances – land use	11.70	Monitoring	11.90
Trash	11.180	Rates	5.150
Weed	11.180	Raw	10.310
Volunteer Workers	15.290	Regulations	10.310
Voted Ballots	3.30	Rental – raw water	10.310
Voter		Reservoirs	10.310
Registration list	3.120	Rights	10.310
Signature forms	3.120	Rivers	10.310
Vouchers	5.300	Sale	10.310
		Source of supply	10.310
		Standards	10.310
		Stock certificates	10.310
		Storage inspection	10.290
		Streams	10.310
		Surface rights	10.310
		Transfer	10.310
		Underground rights	10.310
		Use restrictions	10.290
		Water and Sanitation	
		Districts	10.270
		General	10.280
		Maps and drawings	7.180
		Projects	7.280
		Water and Sewer System – See also <i>Water</i>	
		Agreements – service	7.20
		Analysis – system	10.290
		Analytical reports	10.300
		Backflow prevention device test	10.290
		Bacteriological quality analysis	10.300
		Calibration – equipment	10.300
		Capacity – plant	10.300
		Chemical analysis	10.300
		Compliance – drinking water	10.300
		Connections	10.290
		Contaminants	10.300
		Copper analysis	10.300
		Corrective actions	10.300

-W-

W-2 Forms	15.170
W-4 Forms	15.170
Wage-Rate Tables	15.170
Waivers – Liability	7.270
Ward Boundary Maps	3.70, 7.180
Warning Systems	6.60
Warranties	6.210
Warrants	
Checks	5.10
Court	14.140
Index	14.90
Warranty Deeds	16.50
Wastewater – See <i>Water and Sewer System</i>	
Watchers – Oaths	3.100
Water – See also <i>Water and Sewer System</i>	
Acquisition	10.310
Adjudication	10.310
Associations	7.120
Bond Issues	5.80
Conservancy districts	10.310

COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE

<i>Records Descriptions</i>	<i>Schedule/Item No.</i>	<i>Records Descriptions</i>	<i>Schedule/Item No.</i>
Water and Sewer System (Cont'd)		Weed	
Cross-connection control survey	10.290	Control	11.70
Discharge		Violations	11.180
Inspections	10.300	Wells	
Monitoring	10.300	Gas drilling	11.70
Permits	10.300	Locations – water	10.310
Distribution	10.290	Oil drilling	11.70
Domestic septage	10.300	Permits	10.310
Effluent	10.300	Water	10.310
Enterprise board	8.70	Wetlands	
Equipment maintenance	10.300	Fill	11.70
Filter plant logs	10.300	Protection	11.70
Industrial pretreatment permits	10.300	Removal	11.70
Inspections	10.280	Wiring – Computer Systems	6.50
Sand trap	10.300	Withdrawal from Nomination	3.80
Sewer	10.290	Work	
Lead analysis	10.300	In public way – permits	12.30
Lines – water		Orders	
Maintenance and repair	10.290	Equipment	6.220
Meters	5.360	Property repair	16.180
Operational reports	10.300	Vehicles	6.220
Operator	15.70	Papers	
Oversizing	10.290	Audit	5.40
Plant capacity	10.300	Budget	5.100
Pressure measurements – water	10.290	Schedules	15.300
Production – water	10.290	Workers' Compensation	15.310
Projects	7.280	Worksheets	
Radiological analysis	10.300	Financial – preliminary	5.380
Reports		General	7.410
Distribution and production	10.290	Short-term value	7.90
Operations	10.300		
Samples	10.300	-Y-	
Sand trap inspections	10.300		
Sewage – composite samples	10.300		
Sewer inspection	10.290	Youth Programs	7.270
Sludge application	10.300	Support groups	7.120
Storage – water	10.290		
Taps	10.290	-Z-	
Outside users	10.290		
Sewer	10.290		
Water	10.290		
Tests		Zones	
Analytical	10.300	Enterprise	11.60
Backflow prevention device	10.290	Speed	10.190
Sewage – weekly	10.300	Zoning	
Smoke test	10.290	Annexations	11.10, 11.190
Standards – water tests	10.300	Board of Adjustment	Schedule 4
Treatment	10.300	Board of Appeals	Schedule 4
Turbidity reports	10.300	Certificates	11.190
Valves	10.290	Districts	11.190
Water storage inspection	10.290	Maps	7.180
Weapons		Initial	11.190
Concealed	12.30	Maps	11.190
Violations case files	17.90	Petitions	11.190
Weather Data	10.310	Regulations	7.320, 11.150
Website Development	6.50	Rezoning	11.190
Website – GIS	7.180		

